



Solicitation Information

21 Nov 03

RFP # B03149

TITLE: Asthma Control Initiatives

Submission Deadline: 19 Dec 03 @ 11:15 AM

Questions concerning this solicitation may be emailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **3 Dec 03 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Health (HEALTH), Division of Disease Prevention and Control, Asthma Control Program is soliciting proposals from community-based public or non-profit organizations to implement asthma control initiatives in communities in Rhode Island, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase, which are available on the internet at www.purchasing.state.ri.us.

This is a Request for Proposals, not a Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the selected vendor(s).
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- All proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Office of Purchases website at www.purchasing.state.ri.us.
- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- The purchase of services under an award made pursuant to this request will be contingent on the availability of funds.

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL **NOT** BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **VENDOR'S RESPONSIBILITY** TO **CHECK** AND **DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN **"A"** AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATED ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATED ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

SECTION 2 - BACKGROUND AND PURPOSE

BACKGROUND:

Rhode Island has one of the highest adult asthma prevalence rates (8.5%) in the United States. Elevated rates are noteworthy among females (10.8%), people in the lowest income bracket (11.9%), people who are unemployed (12.8%), and people who are unable to work (17.2%). With an overall prevalence rate of 10%, this means that approximately 75,000 adults and 25,000 children suffer from asthma resulting in thousands of work days lost, school days missed, and an inordinately high rate of hospitalizations and numbers of emergency department visits.

In Rhode Island, the Asthma Control Program in the HEALTH Division of Disease Prevention and Control is the governmental organization responsible for addressing asthma as a public health problem. A Statewide coalition, the Rhode Island Asthma Control Coalition, is the strategic planning group for tobacco control, and carries out activities through committees.

The Asthma Control Program has four major goals, which were developed by a statewide coalition:

1. Supporting and promoting patient and family education for asthma management through public education;
2. Improving professional education for the diagnosis, treatment of asthma;

3. Improving professional education for the management of asthma in schools;
4. Building advocacy for asthma friendly policies to reduce asthma triggers and to improve health care for people who have asthma.

All of the asthma control activities contribute to reaching the goals of Healthy People 2010.

GENERAL PURPOSE:

This RFP is intended to develop and implement comprehensive asthma control initiatives to support patient and family education for the management of asthma and the development and implementation of training and educational programs for providers, school nurses, and parents of children with asthma.

RESULTS:

The goal of a comprehensive asthma control initiative is to improve the health status of the communities it serves. The selected organization will organize activities to change the medical management of patients with asthma, individual attitudes and behaviors regarding asthma management and control, and community support for asthma management.

The role of the selected organization will be to develop, promote, and implement training and education for health care providers, school nurses, and families in the treatment and self-management of asthma. The program will also work with parents and providers to promote and support asthma friendly policies.

CONTRACT TERMS AND CONDITIONS:

A total of \$60,000 is available, through a contract with the Centers for Disease Control and Prevention, to fund one (1) project. The initial project period will be for eight (8) months beginning approximately January 1, 2004 and continue through August 31, 2004. The project may be renewed for up to four (4) additional 12-month periods at the exclusive option of the Department of Health, based upon agency(s) performance and the availability of funding. Proposals will be evaluated based on the relative merits of the proposal, in addition to an appropriate and realistic budget. Eligible applicants must be non-profit health care agencies who are in good standing with the Federal government. The applicant organization must have in place a smoke free workplace policy and include this with their application. Applicants must be able to demonstrate the stability of their organization as well as effective management and administrative performance.

- Evidence of organizational structure, resources and management, and fiscal capabilities sufficient to implement the proposed programs and provide project accountability.
- Technical (computer and electronic communication) capacity.
- Staff with documented credentials and experience to implement the program. The applicant will be expected to examine what job skills the selected programs require and ensure that staff have needed skills. At least one full-time employee is required to be in place within one month of start-up. **Staff selected must be approved by HEALTH.**
- Ability to reach the populations at risk. Evidence of prior experience of the applicant with the population (e.g. prior projects) and of culturally competent.

- Evidence that this organization has, alone or in partnership with other community organizations and groups, the capacity to mount a community Asthma Control Initiative. Provide a description of partner organizations or groups, past working relationships and how the composition of the partnership will facilitate the development of a comprehensive community program.
- Written agreement to participate in all aspects of the evaluation as specified by the Rhode Island Department of Health.

Goals, Objectives and Activities:

List measurable goals and objectives of your proposal using the Scope of Work discussed in this document as a guide. Include the number of advocates to be recruited, the number of children and adults to be reached through activities and the number of media (if appropriate), and other events to be conducted. Clearly demonstrate when and how each task in the work plan will be carried out and methods to assure participation of all players.

Evaluation Plan:

Identify the staff position responsible for working with RI Department of Health Surveillance and Evaluation Unit in a comprehensive evaluation of the project. Describe past experience in evaluating programs.

SECTION 3 - SCOPE OF WORK

Specific activities will include:

- Develop and implement an asthma training and education program for primary care providers. Conduct at least four (4) training events before August 31, 2004.
- Sponsor asthma presentations at a minimum of four (4) meetings of health care providers.
- Develop and distribute quarterly, an **Asthma Abstract**, to primary care providers containing a summary of the latest advances in asthma diagnosis, treatment and patient education.
- Field an ongoing public education campaign for asthma patients and their families from high-risk underserved communities, in collaboration with the public education committee and the funded community-based organization.
- Support at least eight (8) monthly meetings of the School Nurse Teacher Education Subcommittee to develop an education program on treatment and self-management of asthma. Conduct at least one (1) educational event for all school nurse teachers
- Develop and disseminate annually a **Quick Reference Guide** for school nurses on the treatment and management of asthma
- Sponsor an asthma presentation at the annual meeting of school nurse teachers.
- In September and February mail a two-page **Asthma Update** to school nurse teachers and school nurses to support self management by students with asthma.

- Produce and distribute to a chapter on ***Best Practices for the Support of Self Management of Asthma by Students with Asthma*** for a chronic disease management manual to be used school nurse teachers in public and private schools, grades K-12
- Revise and distribute the ***Asthma Action Plan*** to school nurse teachers and primary care providers.
- Recruit and support a committee of at least eight (8) clinicians to develop a position paper and promote asthma friendly policies among health plans and other health care settings.

Reporting Requirements:

The funded organization will participate in monthly program meetings led by HEALTH and submit quarterly activity reports. Invoices must be submitted by the tenth of the following month. An annual project report including a description of program activities will be due by September 30, 2004 and annually thereafter.

SECTION 4 – PROPOSAL QUESTIONS & SUBMISSION

Questions concerning this solicitation must be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time listed on the cover sheet of this solicitation. **Send your questions in a Microsoft Word format.** Please reference the RFP # on all correspondence. Questions received, if any, will be posted and answered on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-2142, ext. 134.

No other contact with state parties will be permitted.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover sheet of this solicitation. Proposals received after this time and date will not be considered.

Proposals must include the following:

- A signed and completed three-page RIVIP Bidder Certification Cover Form (all three pages), available at www.purchasing.state.ri.us .
- A fixed price Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services, including completion of the *Cost Proposal Summary* form, enclosed, and
- A *separate* Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
- A completed and signed W9 (taxpayer identification number and certification). Form is downloadable from www.purchasing.state.ri.us.

The Technical Proposal is limited to a maximum of 12 double-spaced pages and must include the following:

1. Executive Summary:

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

2. Applicants Organization and Staffing:

A description of staffing, including an organizational chart highlighting the persons responsible for the project.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification). A full time staff person must be hired whose sole responsibility will be the management of this program. HEALTH reserves the right to be involved in the interview and final selection process.

3. Work plan/Approach:

This section shall describe the offeror's understanding of the Department's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the methods proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule by task, a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each linked to the cost proposal.

Specifically, the work plan should include the following:

- Goals, Objectives and Activities. List measurable goals and objectives of your proposal using the Scope of Work discussed in this documentation as a guide. Clearly demonstrate when and how each task in the work plan will be carried out and methods to assure participation of all players.
- Evaluation Plan. Identify the staff position responsible for working with the Division of Disease Prevention and Control's Surveillance and Evaluation Unit in a comprehensive evaluation of the project. Describe past experience evaluating programs.
- Target Population. Define the geographic areas served and the demographics of the racial/ethnic groups served. Please indicate how the project will deliver culturally and linguistically appropriate services to racial and ethnic minority populations. Racial and ethnic minority populations are identified by OMB Directive 15 as: African Americans, Native Americans, Latinos/Hispanics and Asian Americans.

4. Previous Experience and Background:

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
- A description of the business background of the offeror (and all subcontractors

proposed), including a description of their financial position, and

- The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. Further questions should be directed to the MBE officer at 40-222-6670.

The proposal must be typed, in English, and should not exceed 12 pages (excluding budget and appendices). Proposals (an original plus 8 copies) should be mailed or hand-delivered in a sealed envelope marked "RFP#B03149: "ASTHMA CONTROL INITIATIVES" to:

By Courier:	By Mail:
RI Dept. of Administration Division of Purchases, 2 nd floor One Capitol Hill Providence, RI 02908-5855	RI Department of Administration Division of Purchases, 2 nd floor P.O. Box 6528 Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Office of Purchases.

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee that will evaluate and score all technical and cost proposals using the following criteria: The possible maximum score is 100 points. Proposals which are scored below 60 points will not be considered.

- | | |
|---|--|
| <hr style="width: 150px; border: 0.5px solid black; margin-bottom: 5px;"/> <div>0-20 points</div> | 1. Goals and Objectives and Time line
Applicant demonstrated feasibility and clarity of program goals and objectives, as well as the expected amount of time required to implement program services. |
| <hr style="width: 150px; border: 0.5px solid black; margin-bottom: 5px;"/> <div>0-15 points</div> | 2. Background
Applicant has demonstrated experience working with community advocates on related issues which will enable them to provide the services in the Scope of Work. |
| <hr style="width: 150px; border: 0.5px solid black; margin-bottom: 5px;"/> <div>0-20 points</div> | 3. Project Work Plan
Applicant has presented a plan of action that is clear and detailed, and meets the needs of the target population. The applicant has clearly demonstrated when and how each task in the work plan will be carried out, and methods to be used to assure participation of all players. |

<hr/> 0-15 points	4. Evaluation Applicant has clearly committed to conducting a comprehensive evaluation of the program as prescribed by HEALTH in collaboration with the HEALTH Surveillance and Evaluation Unit.
<hr/> 0-10 points	5. Project Staff and Organization Applicant has demonstrated that the staff proposed for the project are capable; and required appendices are included with the RFP.
<hr/> 0-20 points	6. Cost Proposal (0-20 points) Calculated as (lowest responsive cost proposal divided by this cost proposal) times 20 points.
<hr/> TOTAL SCORE	

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, to accept or reject any or any or all proposals, and to act in its best interest. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which will recommend three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

COST PROPOSAL SUMMARY

OFFEROR: _____

Option 1 - TASK

TASK	COMPLETION DATE	STAFF HOURS	TOTAL
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
PROJECT TOTAL:			\$ _____

Option 2 - STAFF

STAFF

Fully-absorbed hourly rates for all staff members proposed for this work, and the concentration of hours for each (use additional sheets, if necessary):

NAME	TITLE	HOURS	HOURLY RATE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL STAFF:				_____

REIMBURSIBLE EXPENSES

_____	\$ _____
_____	\$ _____
TOTAL EXPENSES	\$ _____
PROJECT TOTAL:	\$ _____